

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records Commission

SCHEDULE NO. 297

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1. Requesting Agency <b>MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION</b>	2. Division or Bureau of Requesting Agency <b>PARK DEPARTMENT - MONTGOMERY COUNTY</b>
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3. Authorization Requested (Check only one of the squares below).

☒ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p><b><u>RESERVATION CORRESPONDENCE</u></b></p> <p>Size: 11" x 8½" Dates: 1950-1951 Quantity: 8 cartons (1¼ cubic feet) File Arrangement: By park or recreation area Disposable Amount: 1¼ cubic feet</p> <p>These correspondence files consist of reservation requests for park and picnic areas, playgrounds, tennis courts and golf courses, shelters, stoves, and playgrounds. This file was rejected by the Department of Recreation when it was separated from the Park Department and established as an independent agency in 1953.</p> <p>Retention Schedule, No. C-36, p. 1, Item 2, prepared by the Hall of Records in November, 1955 for the Department of Recreation, provided for a three year retention of its correspondence prior to destruction. The files for 1950-1951 were apparently overlooked and should now be destroyed.</p> <p><b>RECOMMENDATION: DESTROY ACCUMULATION.</b></p>	APPROVED HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

SECRETARY - TREASURER

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

JUN 19 57

Date

Archivist

JUN 19 1957

Date

Secretary

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2.	<p><b><u>PARK AND PLAYGROUND RESERVATION BOOKS</u></b></p> <p>Size: 8" x 11" Dates: 1927-1952 Quantity: 3 cartons (3 cubic feet) Disposable Amount: 3 cubic feet File Arrangement: Chronological</p> <p>These are reservation field books for park areas, tennis courts, stoves, shelters, playgrounds, and golf courses, listing the names of persons or organizations, the places reserved, and the day and hour. The material was refused by the Department of Recreation when it was separated from the Park Department in 1953.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p> <div data-bbox="677 1510 1255 1851"><p>APPROVED BY BOARD OF PUBLIC WORKS</p><p>MAY 11 1957</p><p><i>McLuskey</i> SECRETARY</p></div>	<p>APPROVED HALL OF RECORDS COMMISSION</p>